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ABSTRACT

This book is the second in a series of six pocket-sized books written for career changers and laid-off workers. Each book is written at a 7th- to 10th-grade reading level and contains examples, hands-on self-discovery exercises, and step-by-step advice for a successful job search. This book provides easy-to-follow instructions for resumes, cover letters, follow-up letters, and applications in a workbook format. It covers these topics: completing applications; four types of resumes--summarizing, career-changer, chronological, and functional; electronic resumes; and writing cover and follow-up letters. Other contents include a bibliography of 11 helpful books for job seekers, an index, and space for notes. (YLB)

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ED 396 079

Resumes Etc.

Pocket Job Series No. 2

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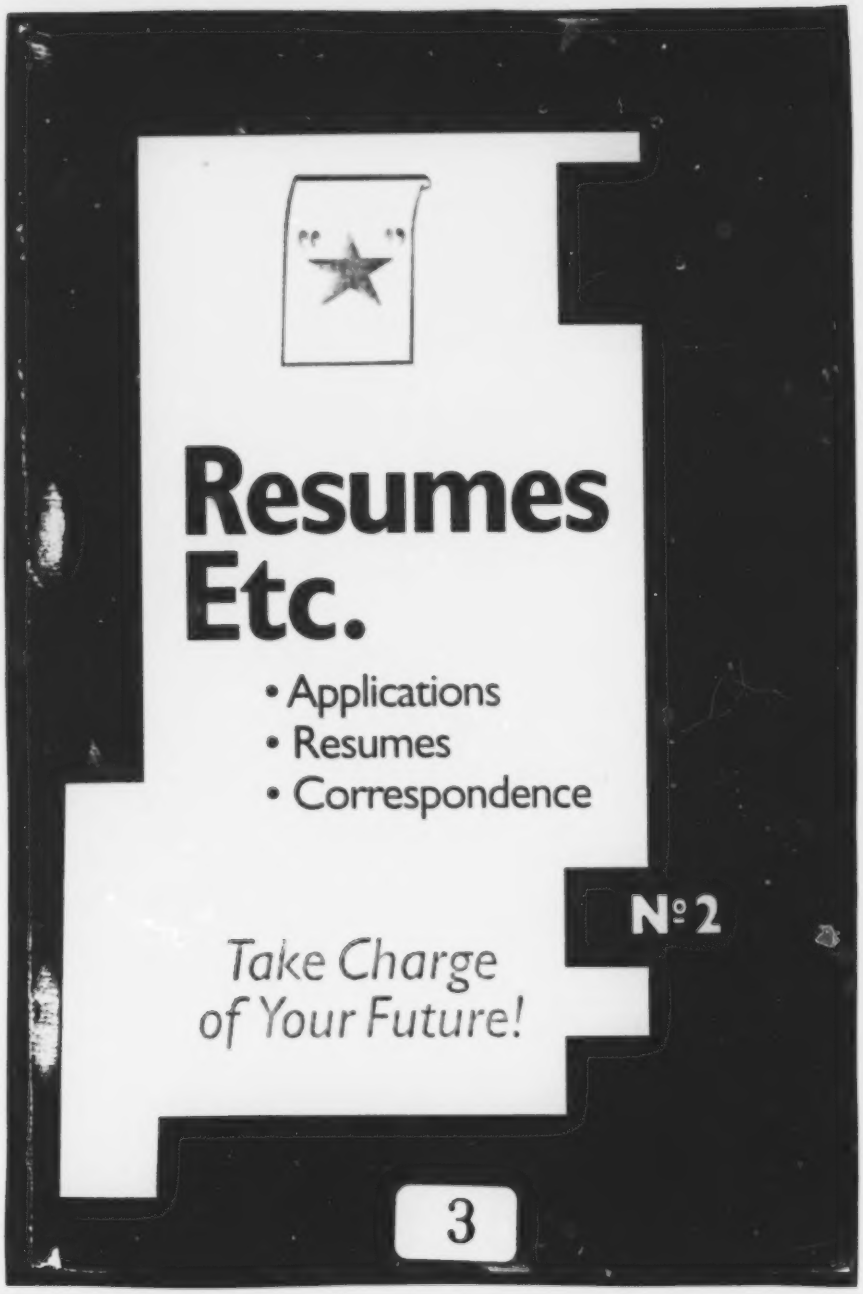
Resumes
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• Correspondence
Nº 2
Take Charge
of Your Future!
3

About the Author

Amy Lindgren is the founder and president of ProtoType Career Services, a 10-year-old firm specializing in laid-off workers and career-changers. ProtoType serves up to 2,000 people a year in workshops and individual sessions. Ms. Lindgren also trains other counselors in serving laid-off workers, and is the author of more than 300 published articles.

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INTRODUCTION

Today, more than ever, employers rely on your paperwork — resumes, letters, and applications — to decide whether to interview you. If you don't get interviewed, you won't get the job.

The better your paperwork, then, the better your chances of an interview. It doesn't have to be difficult. This guide will show you how to write a terrific resume, a persuasive letter, and a convincing application.

Get out your pencil. When you're done with this book you'll have your rough drafts written. Good luck!

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Chapter ONE

Why All This Paperwork?

Even employers wish they didn't have so much paperwork for hiring. But it does serve a purpose. If you understand how the employer uses paperwork, you can make it work for you.

First, job search paperwork serves as an **introduction** from you to the employer. The neatness of your application, the tone of your letter, and the wording on your resume all tell the employer something about you.

Next, the paperwork creates a **written record,** or paper trail, of your relationship with the company. By looking at your file, an employer can see the number of letters you've written, your reference page, your updated resume, thank you notes, etc. Employers will often save the files of interesting candidates, even if no job is open at the time. So the paperwork is also used for **future reference.**

Hiring decisions are often made or approved by a group of managers. In that case, the company distributes several copies of

your materials for **review by committee.**

Last, but certainly not least, your paperwork helps you to **build a relationship** between you and a manager at that company. By following up regularly with a brief note or letter, you prove your interest in the company and build trust with the person receiving your letters.

This brings us to a primary rule of job search, which is rarely broken:

PEOPLE HIRE PEOPLE THEY LIKE

Or at least, people don't hire people they don't like.

Is this fair?

About as fair as anything else in the world of work. But don't worry — you don't have to make a fool of yourself. Just give the employer a chance to see your likeable qualities — such as neatness, persistence, friendliness, accuracy, and enthusiasm — in your paperwork.

Before the employer can decide they like you, they have to believe they need you. Which brings us to another job search rule:

EMPLOYERS HIRE WORKERS TO WORK

That may seem obvious, but even employers get confused about it sometimes. When they ask for degrees or years of experience, they're really hoping to get someone who can do the job. If you can do the job, even if you don't have the degrees or experience, you have to tell them so. Every piece of paperwork should specifically note skills you have that they need. In order to do this, you must first learn:

- What does the employer need me to do?
- Can I do it?
- How can I prove that to the employer?

Refer to these questions every day in your job search, and before you write each piece of paperwork. If you can answer these questions to the employer's satisfaction, you will get the job.

Chapter
TWO

Applications

The best way to handle applications is to avoid them. They are the employer's tool, not yours. Ever notice how little room there is to write and how awkward the questions are?

You're right to be uncomfortable with applications. They are the primary screening tool used by personnel workers and managers, who read them to find reasons not to interview you. To minimize this "screening out" effect, try these tips:

- Never ask to fill out an application. Do offer to provide your resume.
- If they ask you to fill one out, try to arrange a meeting (interview) at the same time. (Ex: "I'd be glad to complete an application, but I'd also like to meet you in person. Can we set a time for next week to do both?")
- Attach your resume to the completed application.

COMPLETING THE APPLICATION

Applications are often divided into categories, such as Personal Information, Education, Work History, etc. Although not every application has every section, we'll cover most of them here. When you have completed the sample application in the next section, tuck it into your purse or wallet to help with real applications in your job search.

Note: whenever possible, give answers as they relate to the job you want. For example, if you are applying for a maintenance position, note the shop classes you had in high school and the repair work you do on the side. This leads us to another rule of job search paperwork:

ALL INFORMATION SHOULD "PROVE" YOU CAN DO THE JOB

A Applicant Information

No trick here. Just print neatly, using a blue or black pen.

B Position Desired

Position: Do not leave this blank or write in "anything" or "whatever's open." This is the

kiss of death! If you don't know the work you want, you're not ready to do an application. If you consider yourself open to many jobs, at least choose a department and a level, or combine a couple of titles. Example: "Entry-level position in bookkeeping or purchasing," or "custodial/building maintenance."

Salary Desired: It's usually best to give a range, or write "negotiable."

May we contact your previous/current employer? This one's up to you. If you say no, add a brief note, such as "This job search is confidential."

C Education

Careful! If you believe your age will work against you, leave off the dates for grammar and high school. Better yet, cross out "grammar school" and write in "professional training." Then write in seminars you've taken lately.

Remember to take credit for the classes you've taken, even if you didn't earn a degree. Also, if there is room, take credit for apprenticeships or other on-the-job type training you've had. The idea is to show an employer what you know, no matter where you learned it.

D Work History

Position/Duties: You don't have much room, so include only those things that relate to the job you're applying for. Give yourself credit for work performed, even if it wasn't acknowledged. For example, if you supervised a crew, but didn't have a supervisor's title, include it in the job description anyway.

Salary: Experienced workers can be screened out if their last salary was too high. Likewise, poorly paid workers can be underpaid again if the new employer knows you've worked for low wages. Leave this blank.

Reason for leaving: Careful! The best answers include: "Left to go to school" or "Change in schedule" or "Promotion" or "More opportunity for growth." The worst answers include: "Conflict with manager" or "Pending lawsuit" or "Will discuss in interview."

E General Skills

Write in something related to the position desired, such as: "Extensive personal reading in principles of electricity and plumbing" (this would be good for a maintenance position).

Don't worry if you can't check many of the skills listed. This may be a general application used for every position in the company.

F Military Service

Again, use this opportunity to write something related to the position. Example: "Maintained food inventory and requisitioned supplies, keeping logs of all transactions."

G Physical Record or Health

Careful! Your answers here could easily screen you out.

Do you have any physical defects that preclude you from performing any work for which you are being considered? No. If the answer is yes, why are you applying for this job?

Were you ever injured? This question is now illegal, thanks to the Americans with Disabilities Act (ADA). Answer or leave blank, as you choose. If the answer is yes, make it clear you have recovered, or that your injuries do not affect your work.

Have you any defects in hearing or speech? Again, this is illegal. Answer as you choose, but put any defects in a positive light. (Ex: "Does not affect my work")

H Personal

This entire section is definitely illegal, except for certain positions, such as firefighter, where height, weight and age may be considered. Leave blank.

I Volunteer or Community Service

If you have a volunteer position, list the duties, especially as they relate to the job you want. If the application doesn't include this section, put relevant volunteer jobs in the employment section, or in the remarks section.

J Professional Affiliations

Include leadership positions and duties, especially if they relate to the job you want.

K Hobbies

Careful! Leave out controversial or political pastimes. Include those that are relevant to the job you want.

L **Criminal Record**

Careful! You are only required to report your record if you have been convicted of a felony crime. Misdemeanors, juvenile records and parking tickets do not count. Certain positions, however, will require further investigation and security clearance.

M **Transportation**

If the job will require use of your car, be sure to note its reliability. Otherwise, note how you plan to get to work each day.

N **References**

Use work references if possible, or people who work with you in a volunteer position. Be sure to tell those people that prospective employers may be contacting them.

O **Remarks or Comments**

Take this chance to emphasize your main sales points for the job, or the fact that you are willing to work your way up in the company, or that you would consider relocation, etc. Do not leave it blank!

APPLICATION RULES YOU MUST FOLLOW

- *Never lie. This is a legal document which you will sign. Leave out information or write "will discuss in interview" if something is particularly damaging.*
- *Be neat. Print or use a typewriter.*

APPLICATION RULES YOU MAY BREAK

- *You may add extra pages if relevant information won't fit.*
- *You may skip jobs in your history to make room for relevant jobs from farther back.*
- *You may alter job titles slightly to give an accurate picture of your duties.*
- *You may combine jobs in one description, if several short-term positions were similar. List the employer as "several local firms."*
- *You may (should) attach your resume.*

SAMPLE APPLICATION FORM

A Applicant Information

Date _____

Name _____ Soc. Sec. # _____

Present Address _____

Permanent Address _____

Phone Number _____ Referred by _____

Are you a U.S. citizen? _____ If not, U.S. Visa # _____

B Position Desired

Position _____ Date you can start _____ Hours available _____

Will you work overtime? _____ Salary desired _____

Currently employed? _____ May we contact current employer? _____

Ever applied to this company before? Where? When?

Can you relocate? Will you travel?

C Education

	Name/town of school	Years attended	Date of grad	Subjects studied
Grammar school				
High school				
College				
Trade school				

D Work History (List last four employers, last one first)

1 _____ _____ _____
Employer's name/location | Position | Salary

_____ _____
Supervisor's name | Duties

_____ _____ _____
Mo/Yr began | Mo/Yr left | Reason for leaving

2 _____ _____
Employer's name/location | Position | Salary

_____ _____
Supervisor's name | Duties

_____ _____ _____
Mo/Yr began | Mo/Yr left | Reason for leaving

3 _____ _____ _____
Employer's name/location | Position | Salary

_____ _____
Supervisor's name | Duties

_____ _____ _____
Mo/Yr began | Mo/Yr left | Reason for leaving

4 _____ _____ _____
Employer's name/location | Position | Salary

_____ _____
Supervisor's name | Duties

_____ _____ _____
Mo/Yr began | Mo/Yr left | Reason for leaving

E General Skills (Check each activity you can do)

____Type 45 wpm ____ Use switchboard ____ Take dictation ____ Filing ____ Bookkeeping
____ Spreadsheets ____ Databases ____ Budgets ____ Reports ____ General maintenance ____ Boiler repair
____ Delivery ____ Lawn/grounds upkeep ____ Inventory ____ Forklift ____ Shipping

What foreign languages do you speak fluently? _____

Subjects of special study or research: _____

F Military Service

Branch of service _____ Date of Enlistment _____ Date of Separation _____

Highest rank _____ Rate or Job Title _____

Security clearance _____ Duties _____

Advanced training programs? _____

Currently in the military reserve? _____ Branch _____

G Physical Record

Do you have any physical defects that preclude you from performing any work for which you are being considered?

Were you ever injured? Explain

Have you any defects in speech, hearing or vision? Explain

Are you currently taking medication? Explain

In case of emergency, notify Phone

H Personal

Height Weight Date of birth Age

Married? Number of children Ages

I Volunteer or Community Service

J Professional Affiliations

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K Hobbies

L Criminal Record

Have you ever been convicted of a crime? Explain

M Transportation

Do you own a car/truck? Model/year Reliable?

N References (List 3 non-relatives you have known one year)

Name Address Phone

Name Address Phone

Name Address Phone

O Comments (Is there anything you'd like to add?)

Read carefully, then sign

I certify that all answers given on this employment application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient cause for immediate dismissal. I hereby acknowledge that I have read and understand this agreement.

Signature Date

Chapter THREE

Resumes

The resume is one of the most important tools you have as a job-seeker. It is your chance to tell the employer about yourself in your own words.

Resumes can be used in many ways. You can give them to friends and business contacts who can pass them on to business managers they know. You can also send resumes to companies that aren't hiring now, but will be in the future. These two steps are part of the "hidden job market" because the jobs you get this way are usually not advertised. The resume is an essential tool for accessing the hidden job market. (For more information, read ***Cracking the Hidden Job Market*** in the Pocket Job Series.)

Your resume will also be useful when you're ready to request a promotion.

And of course, you'll want to use your resume when you apply for jobs from the newspaper, and to attach to applications.

In this chapter, you will learn how to create your own resume, by using one of these resume styles:

- Summarizing
- Chronological
- Career-Changer
- Functional

WHEN YOU DON'T KNOW WHICH JOB YOU WANT

The best resumes focus their information toward a particular industry or job.

Your first step is to name the job you want. If you can't do that yet, you have work to do. You need to define your goals before you can convince an employer to help you meet those goals.

If you have no defined goal, but still want to prepare a resume, start by using the Summarizing style. Turn the page to get started; if you think you know what kind of job you want, skip over this section.

Sample: SUMMARIZING RESUME

CHRISTOPHER JOHNSON
1423 Smith Avenue
Little Town, Nebraska 42344
(222) 222-3333

SUMMARY:
Seven years' progressive experience in food preparation, kitchen supervision and ordering and inventory. Six years' involvement with food cooperatives. Able to coordinate and motivate volunteer workers, excellent organizational skills. Motivated by a love for natural/whole foods, and a commitment to community-owned business.

SKILLS:

Cooking
- Volume food preparation
- Ordering/inventory
- Specialties: fish, whole foods, baking

Management
- Supervision
- Scheduling
- Volunteer coordination
- Educating about coop philosophy

Merchandising
- Customer service
- Cash reconciliation
- Margin pricing
- Display

EXPERIENCE:

Coop Market, Little Town, Nebraska; January 1987-present

Board Member, 1992-present (Secretary, 1993)

Nine-member board meets monthly to direct Cooperative affairs with respect to financial responsibilities, long-range planning and management supervision. Committees served on include executive, finance and member relations. Also participated in Consolidated Steering committee, leading to a decision to merge the operations of five local cooperative food stores.

Floor Manager, 1989-1991
Supervised staff and working members in daily operations of the store. Maintained high level of customer assistance and contact. Responsible for cash reconciliation and preparing daily deposit.

Grocery Assistant, 1989-1990
Received orders, set prices according to margin pricing standards, oversaw inventory control.

Josh's Cafe, Little Town, Nebraska; October 1989-June 1990
Fish Cook/Pastry Chef
Gourmet restaurant with an emphasis on the attractive presentation of fresh, all natural and organic foods. Created daily specials. Prepared fish and seafood; made pastries, soups, salads and appetizers. In addition, I was responsible for biweekly ordering and menu development.

Billie's: Little Town, Nebraska; April 1987-November 1989
Cook
Prepared a variety of ethnic and regional cuisines for a mid-sized, quality restaurant. Billie's emphasizes fresh food and innovation, with a new menu every week. As cook, I helped create new menu items, trained and supervised staff, and inventoried meats and produce. Food preparation included salads, appetizers, entrees and pastries, with an emphasis on presentation.

EDUCATION:
University of Nebraska at Little Town, 1984-1985
Classes in business and food preparation (18 months)

THE SUMMARIZING RESUME

Strategy: To summarize in the first third of the page your experience, education, personality traits and specific skills, giving the employer a "snapshot" of you.

Best Uses: Applying for unnamed, or not-yet-open positions; networking; for use as a simple work history.

Advantages:

- Gives all pertinent information at the top
- Highlights information that might otherwise be buried in a job description or long-ago jobs
- Gives a flavor or personality to the resume
- Doesn't lock job-seeker into one position

Disadvantage: Employer does not know why the resume was sent. Should be accompanied by tailored, clearly-written cover letter for that purpose.

Your Summarizing Resume

Use the following pages to write each section of your Summarizing resume. Be creative and persistent: it takes effort to remember all of your skills and past work.

SU Summary or Overview

On the next page write 2-4 sentences to introduce yourself to the employer and summarize your main selling points. To get started, ask yourself these questions:

—What are my specialties, or areas of expertise?
—What are my main skills?
—What other work have I done in the past?
—What are my personality traits? (hardworking? accurate? punctual?)

Don't worry about repeating information found in other parts of the resume. That's the point. We assume the employer might not read the whole resume, so this will give the main points.

Summarizing Resume

SU Write your **Summary/Overview** here:

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Summarizing Resume

SK Skills

This section highlights specific areas of your experience in short, one- or two-word phrases, usually set off by bullets (•) or hyphens (–). This lets the employer use a shopping-list approach, scanning the words for key skills they need. There is a danger, however, of being too vague. Try to avoid saying things like "communication." Instead, try "negotiating," or "writing manuals," or "phone sales" or whatever the specific communication skill is.

And remember: whatever you say you can do, you must be able to "prove" later by giving examples of when you've done it.

To get started, read the list on the following page for skills you have. Then change them to better describe your experience or ability.

Summarizing Resume

SK Skills

- •Schedule workers
- •Hang sheetrock
- •Fix wiring or plumbing
- •Operate forklifts
- •Network computers
- •Negotiate contracts
- •Create/administer budgets
- •Train staff
- •Order supplies
- •Arc and TIG welding
- •Route deliveries
- •Type
- •File
- •Answer phones
- •Bookkeeping
- •Payroll
- •Inventory control
- •Speak/read Spanish
- •Bulk mailings
- •Lawn work
- •Maintain boilers
- •Quality control
- •Government paperwork

You get the idea. There are thousands of possibilities. Now use the next page to make a list of 6-12 of your skills.

Summarizing Resume

SK Write your list of **Skills** here:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Summarizing Resume

EX Experience

Write a paragraph of 3-5 sentences, or a bullet-list of no more than 6-7 bullets, about your past 2-3 jobs.

Example of a short bullet list:

- Supervised nine employees
- Managed printing production for 3-press plant

You can go back further if past experience is strong. Include in your descriptions: job title, company name, city and state, months and years of employment. Use additional pages if needed.

Note: Feel free to write a description for a volunteer job. In the sample, Christopher's work with the coop was all voluntary. He felt it was more like work he wanted to do than the janitorial jobs that paid the bills.

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Summarizing Resume

EX Experience

Start by asking yourself these questions:

—Did I train anyone? In what? How often?
—Did I supervise anyone? How many?
—Did I travel for the job?
—Was I responsible for equipment? Keys to the building? Money? Vehicles?
—Did I attend or chair special meetings?
—Was I promoted?
—Did I take on extra duties in someone's absence?
—Did I handle special projects?
—What were my greatest achievements?
—What did others compliment me for?
—Did I win any awards?
—Did I receive written commendations?

OK, it's your turn. Just do your best — you can always rewrite it later if you forget something.

Summarizing Resume

EX Write your **Experience** here:

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more ...

Summarizing Resume

EX **Experience** (con't.)

Summarizing Resume

ED Education

Formal Training. Include: diploma, degree or certificates earned; name and location of school; date (optional); program studied or major coursework; special projects; honors. Don't include high school, unless you are a recent graduate.

Be sure to take credit for courses you completed, even if you didn't complete the degree. Example:

Accounting Coursework, Billings College, Billings, Montana, 1992. Five college-level courses in accounting principles

Ongoing Training. Include: Topics of seminars and classes you have attended for work; number of hours attended (if impressive); other training that might interest a new employer.

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Summarizing Resume

ED Write your **Education** record here:

Other

Military, Volunteer, Community Involvement, Professional Associations, Memberships

- Do you have experience you could list under any of these headings? Write anything you do outside of work that might interest an employer. If you use your skills in the activity — for example, **teaching** Sunday School, **chairing** PTA meetings, **dispatching** Meals on Wheels drivers — write a brief description of that activity. If you just belong as a member, just list it. Remember to include special training or awards received in these positions.

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Summarizing Resume

Write your **Other** experience here:

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WHEN YOU HAVE A JOB GOAL

When you know the job or industry you want to work in, you have more resume styles to choose from:

- Career Changer
- Chronological
- Functional
- Combination of styles

Before you start on the samples here, take a minute to think about your goals. Then write them on the next pages. This will make the resume easier to write.

HINT: The best job-search resumes serve two purposes:

- They tell the employer what you want
- They tell the employer what you can do for them, related to the employer's needs

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A. What do you want?

Do you know the title of the job you want? (such as mechanic, secretary, sales person)

_____

Or the industry you want to work in? (such as airlines, publishing, construction)

_____

_____

Or the type of work you want to do? (such as clerical, labor, customer service)

_____

Do you prefer a fast-paced job, a physically active job, a job with lots of people, a job in a small company, an outside job, a job ...

_____

_____

If you can answer these questions, do so now. You'll need the answers to make a better resume.

B. *What can you do that the employer needs?*

To answer this, you need to know the type of job you're seeking. Then you need to know what employers in that field most need. Let's try an example.

Carol is a waitress who wants to be a bank teller. To apply for this job, she needs to know what bank tellers do. Then she needs to tell the employer which of those things she can do.

First she went to her bank and paid attention to the tellers. Then she asked a teller who wasn't busy what she needed to do the job. Then she read about the job in a library book. She found out that tellers need these skills and aptitudes:

•Good with numbers	√
•Pleasant, patient personality	√
•Honest, clean record	√
•Able to operate 10-key adding machine	
•Able to type accurately (not fast)	√
•Careful and thorough	√
•Able to learn the computer	√

(Carol put a √ next to the things she can do.)

Carol felt confident about everything except "operate a 10-key machine." She was also a little nervous about using the computer, but the teller told her most banks would train her to do that. She decided to rent a 10-key machine and instruction book to practice before she started her job search. In the meantime, she was ready to write her resume.

Can you follow Carol's process? On the next page, write the job or industry you're interested in, then make a note of the skills you'll need in that work. If you don't know, you need to find out. You need that information to write a good resume.

When you have an idea about the basic requirements of the work, put a check next to the things you can do. These are the points you will highlight in the resume. There should be a check next to at least half of the skills needed. Otherwise, you may need to choose a different goal.

Job title/industry/department I want

_____

_____

Skills, personality traits needed in that work:

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

_____ ____

Don't forget to √ the ones you have/can do.

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Now that you know what the employer needs, and what you can do, you're ready to write your resume. Remember, if you decide to look for another type of work, you need to answer these questions again and write a new resume to focus on the new goal. But don't worry: this process gets easier. The first one is always the hardest!

The next pages show three types of resumes:

- Career Changer
- Chronological
- Functional

Any or all of these may be right for your situation. Or you may want to create your own style by mixing sections from the samples here. The format, or style, of your resume is not terribly important. What is important is to clearly show the employer what you can do, related to the work the employer needs done.

Go ahead and look over the samples; then get started on writing your resume. Have fun!

Sample: CAREER CHANGER RESUME

Carole Jackson
2020 Louisiana Boulevard • Willow River, Kansas, 22222 • 222- 222-3333 (h) • 222-333-4444 (w)

OBJECTIVE:
Entry-level position as a bank teller using my excellent customer service and organizational skills.

QUALIFICATIONS:
- Nine years' customer service experience
- Strong ties to the community
- Proven aptitude for numbers and math
- Highly reliable and loyal worker, with excellent references
- Exceptional organizational skills

RELATED EXPERIENCE:
Treasurer, Grace Lutheran Church, Willow River, Kansas, 1989 - present
Serve as a volunteer treasurer for a church with 700 members and an annual budget of $245,000. Duties include:

- Track all donations and record income and expenses in daily ledger
- Create monthly reports for the board of directors
- Work with outside accountant to meet reporting requirements

Recently awarded "Volunteer of the Year" plaque for long-time service and loyalty.

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OTHER EXPERIENCE:

Food Server. Al's Cafe, Willow River, Kansas, 1993 - present
Greet customers and serve food. Also compute guest checks, using electronic cash register. Balance the cash drawer each evening and prepare bank deposits. Work requires good organizational skills, patience and friendliness.

Food Server. Big Dipper Nightclub, Willow River, Kansas, 1988 - 1993
Specialized in serving large banquets and company parties.

EDUCATION

Various classes and seminars at Willow River Community College and other schools. Topics have included:

- Math for Accounting (three levels)
- Memo Writing
- Bookkeeping
- Handling Difficult Customers

MEMBERSHIPS

Willow River Friends of the Library, six years
Chair, Funding Committee. 1987-1988
Worked with six committee members to develop funding goals for new library materials.

Willow River Parent Teacher Association, ten years
Co-Chair, Special Events. 1985-1987
Helped develop fundraising events to finance special projects of the PTA.

THE CAREER CHANGER RESUME

Strategy: To highlight specific skills gained from past (possibly unrelated) experiences, relevant to the job desired.

Best Uses: When the job desired is very different from the most recent jobs; when changing careers. Best when used with targeted cover letter, and as part of a strategy with persistent follow-up calls and letters.

Advantages

- Draws attention to relevant skills
- Highlights otherwise "hidden" data
- Makes good use of volunteer positions, committee work, other "non-work" experiences

Disadvantages

This is a way to present information in a positive light, but it is not a camouflage trick. The employer will notice the lack of relevant, paid work experience. The job-seeker must be persistent in the follow-up.

Career Changer Resume

OB Objective

The objective tells the employer your job or career goal. It can be very short, or combined with a summary sentence to give the employer one of your selling points.

Start by writing a one-sentence objective, maybe like these:

An (advanced, entry, mid) level (management, clerical, etc.) position in a (fast-paced, small, growing, etc.) company.

or

A (bookkeeping, maintenance, etc.) position using my (five years of, related, extensive) experience and training in (spreadsheets, boiler operation, etc.).

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Career Changer Resume

OB Write your **Objective** here:

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Career Changer Resume

Q Qualifications/Highlights

This section is optional, and it can take many forms. It can also be called Skills, Strengths, Achievements, etc. The point is to give the employer specific reasons to hire you, while directing attention away from your work history, which might show a lack of related experience.

Think about your job goal and your strengths in that field. Now choose the heading you want to use, and choose 6-12 short phrases that highlight your strengths.

The following list might help you get started. Circle any that might fit you. Then change them to better describe your experience or relate to the employer's needs.

Career Changer Resume

Qualifications/Highlights

- Clean driving record
- Supervise crews of 15-40 workers
- Certified for ISO 9000
- Licensed as an X-Ray Technician
- Named Reliable Employee of the Year
- 5 years customer service experience
- Extensive management training
- Noted for accuracy and attention to detail
- Computer literacy: 30+ applications
- Operate front-end loaders, bobcats, other heavy equipment
- Manage a 30-line switchboard
- Accurately type 60+ words per minute

You get the idea. There are thousands of possibilities. Now make a list of 6-12 qualifications/highlights. Remember, whatever you say you can do, you must be able to "prove" later by giving examples of when you've done it.

Career Changer Resume

Write your **Qualifications/Highlights** here:

-
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-
-

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RE **Related Experience**

This section can also be named for your job goal. Example: Sales Experience, or Maintenance Experience, etc.

The entries should be written like job entries, in either paragraph form (2-5 sentences) or a bullet list (3-5 bullet statements). These "job entries" may come from volunteer experience, committee positions, part-time work, freelance or temporary assignments, self-employment, or even from special projects in a regular job.

Note: if you can't think of any positions for this section, you may not yet have the skills needed for a change into this field.

Career Changer Resume

RE Related Experience

Start by asking yourself these questions:

—Did I train anyone? In what? How often?
—Did I supervise anyone? How many?
—Did I travel for the job?
—Was I responsible for equipment? Keys to the building? Money? Vehicles?
—Did I attend or chair special meetings?
—Was I promoted?
—Did I take on extra duties in someone's absence?
—Did I handle special projects?
—What were my greatest achievements?
—What did others compliment me for?
—Did I win any awards?
—Did I receive any commendations?

OK, it's your turn. Just do your best — you can always rewrite it later if you forget something.

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Career Changer Resume

RE Write your **Related Experience** here:

58

more ...

Career Changer Resume

RE Related Experience (con't.)

59

more ...

Career Changer Resume

RE Related Experience (con't.)

60

Work History

This section tells the employer how you've been employed for the past five or ten years. It can also be called Other Experience or Employment. Put the jobs in chronological order, most recent first, and write brief descriptions for each, noting duties your new employer would find interesting. Or simply list the job, with no description. You don't want to draw attention away from the Related Experience section.

Each job should include: job title, company and location, dates of employment.

Career Changer Resume

WH Write your **Work History** here:

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Career Changer Resume

ED Education

In some Career Changer resumes, this section will appear before the Related Experience, as it may be the "experience" most relevant to the new field. If that's the case, be sure to include details that may interest the employer, such as related classes, student clubs, special projects, internships or apprenticeships, etc.

To write your **Education** record, turn back to page 34.

O Other

Military, Volunteer, Community Involvement, Professional Associations, Memberships

To write this section, turn back to page 36.

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Sample: CHRONOLOGICAL RESUME

MARSHALL SALES
1200 South Land Avenue
Knoxville, Tennessee 43344
(111) 888-4444

OBJECTIVE
Position in sales or as a manufacturer's representative, utilizing my experience in establishing new accounts and servicing existing accounts.

EXPERIENCE

Outside Sales Representative, Printers United, Knoxville, TN, January 1992-present

- Sell custom printing to medium-large companies, generating up to $200,000 monthly
- Service large corporate accounts, maintaining contact with multiple buyers within each account
- Generate sales growth within existing and new accounts
- Manage customer inventory, on-site or at the warehouse
- Show new ideas to upgrade old products; help with new product design
- Maintain a monthly travel schedule of accounts, meeting at least 20 buyers per week

Outside Sales Representative, Jack's Stuff, Clarksville, TN, May 1990-December 1991
- Established new accounts through extensive cold calling and lead generation
- Conducted on-site surveys to establish prospects' needs; demonstrated equipment
- Presented written proposals, including cost justifications and competitive analysis
- Closed sales, maintained monthly sales quota
- Performed 30, 60 and 90-day sales forecasts

Advertising Sales Representative, Plains News, Oklahoma City, OK, May 1988-May 1990
- Promoted to outside sales: sold special sections ad space to clients
- Maintained up-to-date prospect lists and secured new clients via cold calls
- Communicated with potential customers and helped write their ads

Customer Service Representative, Plains News, Oklahoma City, OK, July 1987-May 1988
- Handled customer complaints, answered questions, explained policies and procedures
- Extensive training and use of IBM-CRT computer system
- Participated in UPSELL, an incentive program designed to sell customers additional advertising

EDUCATION
Associate of Arts, University of Oklahoma, June 1987; Communications

HONORS AND ACTIVITIES
University of Oklahoma Ad Club
University of Oklahoma intramural programs
High School National Honor Society
Golf Team Captain and Varsity Hockey

References furnished upon request

THE CHRONOLOGICAL RESUME

"Chronological" means time-related. In a chronological resume, each job entry is listed in order, starting with the most recent.

Strategy: To show work experience and training in an easy-to-follow format, often showing a progression of responsibility.

Best Uses: When the job desired is clearly related to past positions; when asking for promotion within the company; when job-seeker is completing a training program related to the job requested.

Advantages:

- Familiarity — employers are used to this format
- Shows job-seeker's progress in the field
- Easy to update as new jobs are added

Disadvantages: This format should be used only by those with recent experience or training in the chosen field. Others will suffer by comparison to job-seekers who meet this criteria.

Chronological Resume

OB Objective

The objective tells the employer your job or career goal. It can be very short, or combined with a summary sentence to give the employer one of your selling points.

To write your **Objective,** turn back to page 47.

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Chronological Resume

EX Experience

Write a paragraph of 3-5 sentences, or a bullet-list of no more than 6-7 bullets, about your past 2-3 jobs.

You can go back further if past experience is strong. Include in your descriptions: job title, company name, city and state, months and years of employment. Use additional pages if needed.

Note: Listing too many jobs makes it hard to read the resume and gives the impression of a "job-hopper." If you need to list more than 4 or 5 past jobs, divide them into categories. For example, a sales person might use categories such as Direct Sales, Customer Service, and Telemarketing, and place 1-3 jobs, in chronological order, in each category.

You can also combine several short-term jobs into one job title, and list "several local firms" as the employer.

To write your **Experience** section, turn back to page 30.

Chronological Resume

ED **Education**

To write your **Education** record, turn back to page 34.

O **Other**

Military, Volunteer, Community Involvement, Professional Associations, Memberships

To write descriptions for the **Other** section, turn back to page 36.

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Sample: FUNCTIONAL RESUME

JOAN TAXES
55 Mountain Boulevard • Big Town, New Jersey 22333
222-999-0000 (h) • 222-333-2222 (w)

OBJECTIVE

To join a consulting firm which has mid- to large-size corporations among its clients, where I can apply my extensive financial and analytical background.

OVERVIEW

A Certified Public Accountant, licensed in the state of New Jersey, with more than 15 years of corporate tax, accounting and management experience; emphasis on consulting, information technology, business automation.

PERSONAL STATEMENT

I am a well-organized professional who handles a variety of projects with ease. Communication and problem-solving are important to me — I believe in working with people, creatively and actively, to arrive at satisfactory solutions.

EXPERIENCE

Finance

- Direct more than $500 million in tax payments
- Manage all corporate tax compliance, as well as federal and state audits
- Directed the accounting for all tax accruals and their financial presentation

Planning

- Review corporate transactions and their tax implications throughout the year

•Develop and implement budgets for both the corporate tax structure and tax department
•Analyze company's strategic plans as well as proposed government legislation for tax implications

Employee Management

•Redesigned the compensation system for more than 3,000 management employees
•Supervise department of 13 professionals and four union employees

Technology

•Directed the transition from manual systems to a computerized tax department
•Provide solutions to technological problems and strategies to meet long-term goals
•Improve the integration between financial processes and computing systems

Communication

•Research and present information to all levels of corporate personnel in short or day-long seminars, using slides, overhead visuals and statistical information

WORK HISTORY

Big Bucks Company, Newark, NJ,1982-present, Account Manager
Bucks, Inc., Newark, NJ, 1979-1980, Tax Supervisor
Auditing Service, Inc., Newark, NJ, 1978-1979, Tax Supervisor
International Corporation, Newark, NJ, 1973-1978, Tax Accountant

EDUCATION

Masters in Business Taxation, University of New Jersey, 1983
Licensed Certified Public Accountant, New Jersey, 1973
Bachelor of Arts, Accounting, Southwest University, New Jersey, 1971

ASSOCIATIONS

American Institute of Certified Public Accountants; New Jersey Society of Certified Public Accountants

THE FUNCTIONAL RESUME

Strategy: To highlight skills and accomplishments rather than specific jobs.

Best Uses: When applying for a "generalist" position where a variety of skills will be valued; when there are gaps in employment, or several short-term jobs; when work experience or training may seem inadequate for the job goal.

Advantages:

- Highlights skills related to the goal
- Downplays short-term jobs or gaps
- Credits job-seekers for tasks or projects not usually associated with their job titles
- Reduces the repetition of describing several jobs with similar job duties

Disadvantage:

The functional resume is disliked by some employers because they can't easily track which projects were completed in which job. Some feel it's a "coverup" used to hide something.

Functional Resume

OB Objective

The objective tells the employer your job or career goal. It can be very short, or combined with a summary sentence to give the employer one of your selling points.

Note: in a Functional resume, the objective is sometimes vague. It may describe the type of company desired more clearly than the job.

To write your **Objective,** turn back to page 47.

SU Summary or Overview

To write your **Summary** or **Overview,** turn back to page 25.

Functional Resume

PS Personal Statement

Include this section if your personal philosophy or personality traits might help the employer picture you in the job. The Personal Statement can also direct attention to your personality and away from problems in your work history.

Note: the statement must sound genuine, and you should expect to answer questions about your statement during an interview.

To make a personal statement, write 2-4 sentences about yourself or your work style. To get started, ask yourself:

—What do people say about my work?
—What do I value most in work relationships?
—What makes me different from others who might apply for this job?
—Which of my talents would be especially important in this job?

Functional Resume

PS Write your **Personal Statement** here:

Functional Resume

Experience/Skills

This can be a difficult section to write, because it draws from your experiences over your whole lifetime. To start, list all the major projects, tasks, or responsibilities from each job you've had. Where possible, include "hard data," such as the number of people served, the size of the budget, etc.

Major Duties and Responsibilities:

-
-
-
-
-
-
-
-
-
-
-
-
-

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ExS **Experience/Skills**

Now go through your list looking for common themes. Choose 3-5 categories, such as:

Administrative	Marketing
Budgeting	Product Dev't.
Building Maint.	Sales
Clerical	Social Services
Repair	Supervising
Customer Service	Technical
Finance	Training

Write your categories here:

-
-
-
-
-

Last, arrange the categories in order of importance to the job you're seeking and write the appropriate skills under each heading. Feel free to re-arrange the order of the categories for other jobs.

Functional Resume

ExS Write your **Experience/Skills** section here:

Category heading:_____

Skills/Experience in this category:

-
-
-
-
-
-

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more ...

Functional Resume

ExS **Experience/Skills** (con't.)

Category heading:_____

Skills/Experience in this category:

-
-
-
-
-
-

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more ...

Functional Resume

ExS Experience/Skills (con't.)

Category heading:_____

Skills/Experience in this category:

-
-
-
-
-
-

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Functional Resume

WH Work History

Simply list the jobs you've held, starting with the most recent. You can list either the job title or employer first, as long as you are consistent. Each entry should include: job title, company and location, months and years of employment.

If there are gaps in your years of work, try placing the years between the job title and the company name. This won't hide the dates, but it will de-emphasize them. Try to keep the list to 4-5 jobs by either cutting out the older ones or combining several in one listing.

To write your **Work History** section turn back to page 57.

ED Education

To write your **Education** section, turn back to page 34.

O Other

Military, Volunteer, Community Involvement, Professional Associations, Memberships

To write your **Other** section, turn back to page 36.

A WORD ABOUT ELECTRONIC RESUMES

Electronic resumes are fed into a computer (scanned) to be read by other computers. The majority of employers — especially companies with fewer than 1,000 workers — still read each resume personally. But large employers are using electronic scanning with more frequency. In addition, some state unemployment offices and temporary firms use scanning technology.

To prepare your resume for scanning, try the Summarizing style. This style puts most of the important information in the first third of the page. Many software programs stop scanning after a certain number of words, so it's good to have the best data on the top.

Next, remove all underline and italic typefaces, since scanners have difficulty reading them. Finally, concentrate on "key words" — specific software, equipment and tools, for example. The computer will be trying to make a match between your resume and

the employer's job description, based on these key words.

If you send an employer a scannable resume, consider sending a more human-friendly version as well. Good luck, and welcome to the computer age!

RESUME RULES YOU MUST FOLLOW

- *Never use a handwritten resume.*
- *Always give the employer the cleanest resume possible.*
- *Never lie or mislead the employer — although it is fine to distract the employer's attention by playing up your good points.*
- *Avoid resumes printed on dot-matrix printers. They can be difficult to read and tough for the employer to photocopy.*

RESUME RULES YOU MAY BREAK

- You may use two pages as long as the information is really relevant to the job.
- Use "I" or "my" if you like — the sentences will sound more natural.
- Don't worry about listing every job — do include activities and volunteer experience that are relevant to the employer.
- Do list jobs from 10, 20, even 30 years ago — **if** your experiences will be relevant to the job you're seeking.
- Feel free to mention hobbies, church-related clubs, or political activities — if you have reason to believe the employer will use that information in your favor. Otherwise, leave those things off the resume.
- You don't need to state "References furnished upon request." It's assumed you will provide references if asked.

Chapter FOUR

Job Search Letters

By now, you've probably had enough of job search paperwork. It's hard to believe there are still letters to write. Why write a letter if you're already sending a resume? Isn't that just repeating things?

Yes, there might be repetition, but that's the point. You want to highlight or repeat the skills you have that your prospective employer most needs. Job search letters also let you show your personality. For example, you wouldn't use an exclamation point (!) in a resume, but it might be just the thing to show enthusiasm in a letter.

In this chapter you will learn about cover letters and follow-up/thank you letters.

COVER LETTERS

These job search letters are sent to "cover" your resume or application. They explain to the employer why you are contacting him

or her. You should send a cover letter in these situations:

- When mailing a resume or application in response to an advertised position
- When sending a resume or application to inquire about possible openings
- When sending a resume after a brief phone conversation with the employer

Parts of the letter

All business letters contain these elements: Greeting, Introduction, Body, Conclusion, and Closing.

Greeting: If you know the name of the person you are writing to (you can usually get the name by calling the company), use Dear Mr. Last Name, or Dear Ms. Last Name. **Never** use Dear First Name, or Dear Mrs., or Dear Miss. If you can't get the person's name, try To the hiring committee, or To whom it may concern. Never use Dear Sirs or Gentlemen.

Introduction: This is the first paragraph of the letter. Use 1-3 sentences to introduce yourself and explain your reason for writing. For example:

I am writing in response to the advertisement in Sunday's paper for a welder. I am well-qualified for this work because of my 15 years of experience.

or

Bill Jackson, your company's supervisor of maintenance, suggested that I write to you about a possible job in the welding department. I am well-qualified because of my 15 years of experience.

or

I am writing to introduce myself. I am a state-certified welder with 12 years manufacturing experience. I am interested in positions with ABC Companies as a welder or welding supervisor.

Body: The body can be one or two paragraphs, about 3-5 sentences each. Or you can use a bullet list (•) to highlight your skills. This is where you tell more about yourself, as related to the company or position. For example:

In particular, I have strong management skills, especially on the shop floor. In my current job I oversee six welders. I also complete the quality assurance reports for our department. These are skills I would like to bring to ABC Company as you implement the new quality program featured in the Herald's article about your firm.

Conclusion: The conclusion has 2-4 sentences. Repeat your interest in the company, and ask for the next step — a meeting. For example:

I am very interested in this position, and I would like to meet with you for an interview. You can reach me at 222-3333.

or

I would be very pleased to work for ABC Company. When can we meet to discuss the possibilities? I can be reached at 222-3333.

or

I understand ABC Company may not be hiring right now. Still, I'd like to meet you to discuss future possibilities. I'll call next week to set a time.

Closing: This is a courtesy line, where you express goodwill. For example:

Thank you for your consideration.

or

I look forward to talking with you soon.

Then sign off with Sincerely or Yours truly or Best regards or Best wishes.

Look at the following samples before using the work pages to try your own.

Sample: COVER LETTER I
Introductory, no known openings

June 15, 1995

Janet Jones
Manager, Marketing Division
Health Care Options
1234 Jackson Street
Little Town, Nebraska 43235

Dear Ms. Jones:

I am writing to introduce myself and to inquire about future opportunities to work in your department.

My background includes four years experience in processing health care paperwork, and a certificate in medical transcription. I also have experience in retail sales and customer service.

I'd like to talk with you, in person or over the phone, to discuss possible openings in Health Care Options. I'm especially interested in positions in the marketing or personnel departments, or as a reimbursement specialist.

I look forward to talking with you soon. Thank you for your consideration.

Best regards,

Marcia Jackson

Marcia Jackson
5545 Second Street N
Little Town, Nebraska 43453
(222) 999-3333

Sample: COVER LETTER 2
Responding to an advertised position

June 15, 1995

Jack Jackson
Buying Supervisor
Buy-Buy Print Company
1313 Buy Lane
Big Town, Kansas 12345

Dear Mr. Jackson:

I am writing to express my interest in the sales position advertised in The Big Paper on Sunday.

I am a graphics and printing professional with extensive background in the industry. Some of my strong points include:

- 6 years as a sales rep, 5 years as a printer
- Extensive network of contacts and vendors
- Skilled at estimating, selling, negotiating terms
- Graphic Arts certificate
- Salesperson of the Year award

I would like very much to discuss this position with you. I will call next Tuesday to arrange a meeting. Thanks in advance for your consideration.

Yours truly,

James Johanson
1222 East Tenth Avenue
Big Town, Kansas 12345
234-3456 (home) / 123-4567 (work)

Sample: COVER LETTER 3
Referred by friend, out-of-town

1256 Biltom Road
Near, Ohio 34567
(222) 555-8888

June 15, 1995

Mollie Jones, Owner
Highway Nine Hotel
156 Highway Nine
Jason, Ohio 56789

Dear Ms. Jones:

Annie Smith, one of your former chefs, suggested I contact you. I am a cook with three years experience in hotel kitchens. Annie said you were always looking for good cooks. I am a good cook, and I am moving to Jason next month.

My background includes everything from short-order cooking to elegant dining. My specialty is the ordering and preparation of quantity meals for banquets and holiday parties. Annie told me that is a big part of your business. In my last job for the Windster Inn, I prepared two to three banquets weekly. I have several letters from satisfied customers, which I would be glad to share with you.

I will be in town next week for a few days. Can we set a time to talk about possible openings at your hotel? I'll call in a day or two to confirm the arrangements.

I look forward to our meeting – Annie speaks highly of you!

Best wishes,

Janie Smothers

Janie Smothers

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Now try your own. Start with an introductory letter to a company in your area that might need someone with your skills. Later you can revise this letter for specific openings.

Greeting
Leave this part blank for now.

Introduction
Use 1-3 sentences to answer these questions:

- Why are you writing?
- Who (what) are you? (welder, cook, etc.)

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Body

Use 3-5 sentences, or a sentence followed by a bullet list (•) to answer these questions:

- What are your main skills?
- Why would ABC Company be interested in you?
- What else do you want them to know?

Conclusion
Use 2-4 sentences to answer these questions:

- How do you feel about this job/company?
- What do you want to happen next? (a meeting)

Closing
One sentence: Ask yourself, how do I want to end this letter?

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FOLLOW-UP LETTERS

These letters are sent very soon after a meeting or lengthy phone conversation with an employer. Because they always thank the employer for his or her time, they're often called "thank you" letters. But they also include information the employer can use to "follow up" with the job-seeker.

Follow-up letters have a format similar to the cover letter, but each section is a little different. They tend to be shorter than cover letters, too.

Look at the following samples before trying your own.

Sample: FOLLOW-UP LETTER I

After an interview, company tour

June 15, 1995

Jane Jones, Owner
Jones Manufacturing
1234 Jackson Avenue
Somewhere, Oklahoma 34567

Dear Ms. Jones:

Just a note to thank you for our meeting yesterday regarding the Production Supervisor job open in your department. I especially enjoyed the tour of the production area.

As you know, I would very much like to work with you in this position. I'm quite interested in the product rollouts we discussed and the challenge of scheduling three shifts of assembly workers. We ran out of time before I could tell you about a similar challenge I met at ABC Company. When their southern plant closed unexpectedly for repairs, we had to double our production almost overnight — a project I successfully headed.

I'd like to meet again soon to discuss how I might be of assistance at Jones Manufacturing. You have a terrific company and I'd be proud to be part of it.

Thanks again,

James Johnson

James Johnson
123 North Second Road
Over There, Oklahoma 34567
333-2222

Resumes Etc.

Sample: FOLLOW-UP LETTER 2
After a phone conversation

June 15, 1995

Ken Nordhus
Motor Company, Inc.
123 Best Road
Besterville, New York 12345

Dear Mr. Nordhus:

Thank you for your time on the phone yesterday. I enjoyed our discussion of Better Service's staffing needs. As you requested, I'm sending a resume.

You mentioned Motor Company's need for a reliable, friendly receptionist. I believe I am the person for that job. I have similar experience, and I love helping people on the phone. My last supervisor commended me for my patience and problem-solving skills.

Mr. Nordhus, I understand that Motor Company is not able to hire right now. I would still like to get together for a meeting, in case a position opens sooner than expected. I'll call again next week to touch base.

Again, thank you for taking time to speak with me yesterday.

Sincerely,

Kathy Smith

Kathy Smith
78 Pretty Good Lane
Besterville, New York 56484
(423) 444-5555

SAMPLE: FOLLOW-UP LETTER 3
Turned down for the job

23 Johnson Street
Colby, Iowa 34566

June 15, 1995

John Brown
Brown Manufacturing
45 Industrial Boulevard
Colby, Iowa 34566

Dear Mr. Brown:

I appreciate your quick answer to my application for the custodial job at Brown Manufacturing.

Although the job is filled, I wanted to tell you I enjoyed meeting you. If this job is open again, please call me. I have:

–6 years janitorial experience
–Class C Boiler Operator license
–Excellent referrals from past employers

Brown Manufacturing is my first choice for employers, so please keep my application on file. I will check back from time to time.

Thanks again.

Sincerely,

Joe Johnson

Joe Johnson

Now try your own. Use these pages to write out a basic follow-up letter. This is good practice!

Introduction

Thank the employer for the meeting, company tour, phone conversation, etc, using 1-3 sentences.

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Body

Use 2-5 sentences, or a bullet list (•) to repeat a key point of the conversation, or emphasize a skill. Ask yourself:

- What do they most need to know about me?
- What did we talk about that I can respond to?

Conclusion

Repeat your interest in the company or job and request the next step. Use 2-4 sentences.

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LETTER RULES YOU MUST FOLLOW

- *Type! Don't send handwritten letters. This is business, so even thank-you letters would be better typed.*

- *Proofread! Do your best to remove errors and misspellings.*

- *Research! Sometimes — rarely — you have to write a letter without a person's name. But you can almost always call the company and get the name before you write. Do it. It matters.*

- *Follow-up! If you don't call or write again after you send the letter, you probably won't get an interview. And if you don't get an interview, you know you won't get the job.*

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LETTER RULES YOU MAY BREAK

- *Don't worry about perfect letter formats. As long as the letter is neat and readable, it's ready to send. Do type letters.*

- *Grammar and punctuation — do your very best, but don't let a fear of writing hold you back. Have a trusted friend check your letters, then get them in the mail!*

- *Go ahead and show your personality. Be enthusiastic. Ask for the job. Get excited!*

- *It's ok if your letter doesn't "match" the resume — if the typing is different, for example. Try to use the same kind of paper and envelope, and be sure everything is neat and readable.*

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Chapter
FIVE

Getting it all done

Congratulations! Now you've completed a sample application and draft versions of your resume and job search letters.

So now what?

First things first. You need to find a method of producing your paperwork. The application is easy — you can type it if you want, but a neat, hand-printed application is always acceptable.

You do want your resumes and letters typed. It would be even better to enter them into a computer. Then you could change them easily without retyping them each time. Computers also help by correcting your spelling and sometimes your grammar.

If you don't own a computer and good quality printer (no dot-matrix print for resumes!), you have some options including:

- Rent a computer to use at home
- Rent time on a computer at your library, high school, college, or office support store
- Borrow time on a friend's or employer's computer

If you don't want to, or can't, use the computer yourself, you can:

- Ask a friend to input your paperwork
- Ask your local unemployment / job service office if they'll do it for you
- Hire a professional typist. In this case, look in the phone book under resumes, typing, or secretarial services

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Job Search over 40: Selling to Your Strengths
Financial Survival between Jobs

Other helpful books

The 90 Minute Resume, Peggy Schmidt, Peterson's Guides
200 Letters for Job Hunters, William S. Frank, Ten Speed Press
The Advanced 90 Minute Resume, Peggy Schmidt, Peterson's Guides
Blue Collar and Beyond: Resumes for Skilled trades and services, Yana Parker, Ten Speed Press
Electronic Resume Revolution, Joyce Lain Kennedy, John Wiley & Sons
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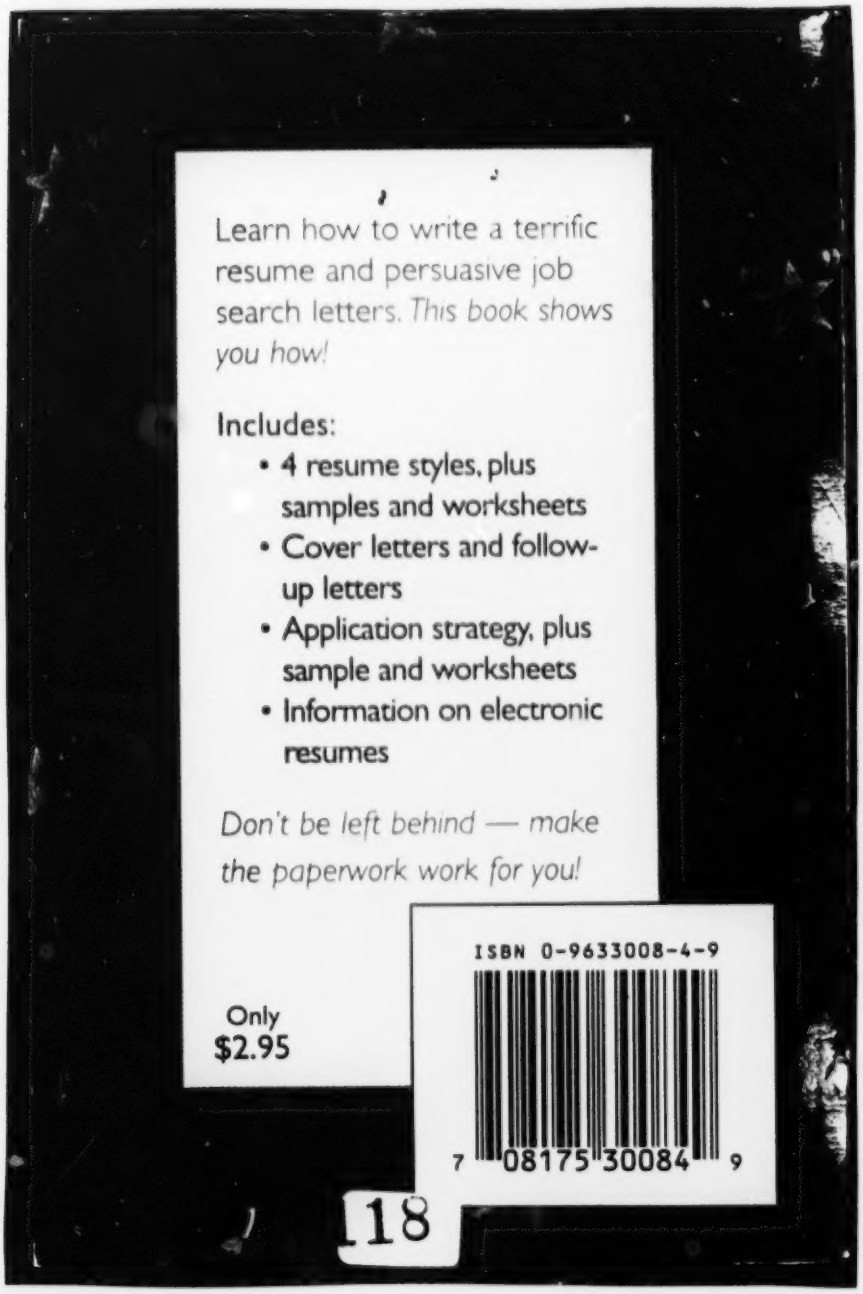
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